

## REQUEST FOR QUALIFICATIONS (RFQ)



It is the intent of the City of Whitewater to use this RFQ as a competitive means to enter into a contract or multiple contracts with the selected Performance Contractor for the design, installation, operation, maintenance and financing of energy conservation and/or other improvements. The contract(s) may include any or all of the Facilities or Departments of the City of Whitewater. This contract will provide that any projects that require public bidding will be awarded to the successful bidder.

It is the intent of the City to develop a final Scope of work, which will include those projects, and/or improvements, which will help conserve energy, reduce operating costs, improve safety, services and security for both City employees and citizens or improve air quality in City facilities and programs. It is further intended that the agreement(s) negotiated with the performance contractor selected through the request for qualifications process, require a guarantee by the contractor for the entire term of the financing agreement if longer, that the proposed improvements will meet the performance criteria as set forth in the final agreement.

Statements of Qualifications will be received by the City until 4:00 pm on Monday, August 26, 2013 at which time the Qualifications Proposals for "the purpose of providing performance-based energy conservation and air quality improvements" will be opened. Each Statement of Qualifications should be clearly marked:

### **QUALIFICATIONS FOR PERFORMANCE CONTRACT**

The City of Whitewater reserves the right to accept or reject any or all statements of qualifications.

#### **A. INTRODUCTION & SCOPE**

The City of Whitewater invites performance contractors to submit qualifications offering their experience and capabilities in the field of providing energy conservation and air quality improvements. The City will use an RFQ method for the selection of a performance contractor.

Upon selection of a performance contractor, the City will negotiate the scope of work, performance criteria and contract price with the selected contractor. The performance criteria are subject to approval by the Parks & Recreation Director.

#### **B. PROJECT GOALS**

1. Use creative and innovative approaches to reduce energy and operating costs in city facilities.
2. Improve comfort, safety and security conditions in city facilities.
3. Upgrade old and inefficient systems including HVAC systems and the building envelope as necessary to meet applicable Indoor Air Quality (IAQ) standards.
4. Enhance personnel development and training of city personnel as applicable.
5. Improve utilization of technology.
6. Develop a long term plan for preventive maintenance.
7. Removal of financial and technical risk of project(s), if deemed necessary by the City.
8. Provide a plan for project financing, if deemed necessary by the City.
9. Comply with state and federal regulations related to competitive bid processes.

There are no plans and specifications accompanying this RFQ. The performance contractor selected for final negotiations will be required to demonstrate how they will implement and achieve the project goals specified herein.

#### **C. FEES**

All statements of qualifications shall be submitted at no cost to City. The City will not reimburse any performance contractors for any costs associated with developing a RFQ.

#### **D. Contractor Qualifications**

Because the city desires to work with an established firm with a strong performance record on these types of projects, only qualified contractors will be permitted to respond to this solicitation. To be qualified, the contractor must:

- NAESCO Certification
- DOE Qualified
- DOE Super ESPC Awardee
- Local Service office

#### **F. PROCUREMENT PROCESS**

PHASE #1: *RFQ will be advertised*

PHASE #2: *The City will review the statements of qualifications and select a performance contractor by September 4, 2013. Upon selection a letter of intent will be issued to the selected contractor.*

PHASE #3: *Contract Negotiations and Award with selected performance contractor.*

### **PHASE #1**

1. Interested performance contractors submit their RFQ response no later than the Qualifications Opening Date specified above. Late Proposals will not be accepted.
2. The City will publicly open all eligible Qualifications received at the Qualifications Opening.
3. The City will evaluate all eligible proposals and proceed to Phase #2. Verbal presentations, site visits, and demonstrations may be required.
4. The City will perform an in-depth evaluation of each eligible "Qualifications " using a POINT SCALE SYSTEM to rate the "Qualifications " based on the following information:

**a) CUSTOMER REFERENCES**

Provide a list of references for projects where your firm has provided a performance contract for energy conservation, facility operation air quality and other improvements that meets the requirements of the applicable legislation. These programs must include a performance guarantee(s), ongoing support services, and financing of program costs. Provide an executive summary of each referenced project including the applicable contact person (name, title, address and telephone number), an outline of the specifics of the projects performance guarantee standards, ongoing support services provided, project financing term and method.

**b) COMPANY QUALIFICATIONS**

Provide a complete overview of your firm including, but not limited to; name and address of company, summation of audited financial statement, proof of insurance for liability, property damage, and worker's compensation.

**c) LOCAL PROGRAM SUPPORT**

Demonstrate your firm's ability and qualifications to support locally the proposed performance contract project for energy conservation and air quality improvements. Highlight your firm's capabilities in engineering and design, project management, maintenance planning & preventative maintenance services, staff training services, energy auditing procedures, and indoor air quality diagnostics and testing.

**d) TRACK RECORD**

Demonstrate your firm has the ability and track record to support the requirement of reducing all financial and technical risk to the City for a performance contract. Include a sample contract outlining your performance guarantee language and support services capabilities.

**e) FINANCIAL STRENGTH**

Provide sufficient documentation to assure that your firm can provide the required financing, performance guarantees and ongoing support services of the project for up to twenty (20) years. *Please note if your performance guaranties over the project term are from a third party company, insurance company or first party guarantee from the firm submitting a proposal in response to this RFQ.*

## **PHASE #2**

The City will select the most qualified performance contractor based upon the total point score, along with other selection criteria as determined by the City. Following contractor selection from Phase #2 the City shall issue a letter of intent to the selected contractor. The letter of intent will be the financial and technical basis of Phase #3 and the final contract award. Please refer to the attached point system below that will be used for contractor evaluation and selection:

### **f) POINT VALUE SYSTEM (will be applied in the following manner)**

#### **1. Ability & Experience - Thirty percent (30%)**

(Firm's qualifications and personnel)

#### **2. Performance Contracting History-Forty percent (40%)**

(Customer references and previous project track record)

#### **3. Financial Security - Thirty percent (30%)**

(Firm's financial history and financial considerations to ensure 'No Risk')

## **PHASE #3**

The selected performance contractor prepares a draft contract for negotiations and award of contract by the City. The contractor will perform the following steps in preparation for the contract:

1. Analyze energy consumption and rate structures and develop an energy guarantee baseline.
2. Survey all facilities to evaluate HVAC equipment, building usage, operating costs, and applicable facility improvement for energy conservation measures and air quality improvements based upon code standards and the requirements of the City
3. Perform indoor air quality testing and diagnostics as required.
4. Analyze operations in all City facilities and identify area where technology or other improvements can generate cost reduction opportunities
5. Analyze the City's facility maintenance procedures and identify structural and operating changes that will benefit the City.
6. Discuss options within the scope of services with the City on a regular basis.
7. Engineer and Design the solutions to implement and meet project goals as required by the City.
8. Formulate project costs and calculate project guaranteed savings and performance standards.
9. Arrange for project financing as needed.

10. Develop and establish an ongoing support services plan as required to include IAQ testing, preventive maintenance on HVAC equipment and training support to ensure the ongoing project performance standards are met.
11. Finalize the contract with complete detail including the scope of work, all costs associated with the project, and the guarantee of energy/operational savings and project technical performance standards.

**Submittals:**

Statements of Qualifications will be received by the City until 4:00 pm on Monday, August 26, 2013 at which time the Qualifications Proposals for "the purpose of providing performance-based energy conservation and air quality improvements" will be opened. Each Statement of Qualifications should be clearly marked:

**QUALIFICATIONS FOR PERFORMANCE CONTRACT**

The Statements of Qualifications can be submitted electronically via email to [mamundson@whitewater-wi.gov](mailto:mamundson@whitewater-wi.gov) or mailed to:

City of Whitewater  
Matt Amundson  
312 W Whitewater Street  
Whitewater, WI 53190